How can a Host create a breakout session?

1. First Hosts should choose the layout that they wish to use in the breakout rooms.

   eg. If the Sharing layout is chosen then this is the layout that will be replicated in each of the breakout rooms.

2. Then, from the chosen layout Hosts can create a breakout room by:
   
   i. clicking on the ‘four leaf clover’ in the “Attendees” Pod; and

   ii. select the plus symbol to create more breakout rooms (the default is 3 breakout rooms).

   Hosts can create up to 20 breakout rooms.

3. Attendees can be added to breakout rooms by either:

   - selecting an attendee name in the list (Control-click or Shift-click to select multiple attendees). Then, select a breakout room from the pop-up menu, or drag attendees to a breakout room.
   - clicking on the “Evenly Distribute From Main” button to automatically distribute attendees.

4. Start breakout rooms by selecting “Start Breakouts”.

5. The following message will appear near “Help” on the top right. Notice the gold four leaf clover that tells Hosts that a breakout session is in progress.

6. Hosts can:
   
   - participate in breakout rooms and move between them by dragging their name into a room or hover and select a breakout room;
• send a message during a breakout session to all rooms by clicking on the gold four leaf clover and selecting “Broadcast Message”.

7. To end a breakout session either:

• click on the gold four leaf clover and select “End Breakouts”; or
• select “End Breakouts” in the “Attendees” pod.

Tip: What occurs in breakout rooms is not recorded if Hosts are recording the session.

Watch the following video “Adobe Connect Tutorial: Breakout Rooms” on YouTube.

For more information:
1. Go to the following Adobe Connect Help website on Breakout Rooms:

2. visit:
   o Adobe Connect Pro YouTube channel
   o Learn Adobe Connect
   o Adobe® TV